



VOSH PROGRAM DIRECTIVE: 14-005B

ISSUED: February 1, 2005

SUBJECT: First Report of Injuries and Illnesses (FRI) Local Emphasis Program (LEP)

A. Purpose.

CHANGE I: This revision updated old references and renumbered this LEP to conform to the revised VOSH program directives' classification and numbering system (See VOSH Directive 01-001A).

CHANGE II: This revision updates this LEP to require inspections in cases where previously a phone/fax investigation may have been undertaken.

This directive continues the local emphasis pilot program for First Report of Injuries and Illnesses (FRI).

This Program Directive is an internal guideline, not a statutory or regulatory rule, and is intended to provide instructions to VOSH personnel regarding internal operation of the Virginia Occupational Safety and Health Program and is solely for the benefit of the program. This document is not subject to the Virginia Register Act or the Administrative Process Act; it does not have general application and is not being enforced as having the force of law.

B. Scope.

This directive applies to all VOSH personnel.

C. Reference.

Not Applicable.

D. Cancellation.

VOSH Program Directive 14-005A (April 1, 2003).

E. Action.

Directors and Managers shall ensure that field personnel understand and comply with the policies and procedures in this directive.

F. Effective Date.

February 1, 2005.

G. Expiration Date.

Not Applicable.

H. Background.

The First Report of Injuries and Illnesses (FRI) Local Emphasis Program (LEP) has been formally established since 1993. Of the 434 inspections conducted under this program from 1998 to 2002, sixty seven percent (67%) of worksites inspected were noncompliant and forty five percent (45%) of these worksites had serious, willful or repeat violations. These results are significantly higher than the results produced with general schedule programmed inspections.

I. Procedures.

The Director of VOSH Programs shall ensure that each Regional Director develops an establishment list for first reports of injuries and illnesses (FRI). The Director of VOSH Programs will provide, on a regular schedule, copies of FRI reports to the regions for screening and selection of employers to place on the establishment list.

FRI forms will be reviewed by the regional office to find those reports which involve:

1. Fatalities;
2. In-patient hospitalization of three (3) or more employees;
3. Loss of limb(s) or loss of sight (total or partial), including one or more joints of a finger;
4. Numerous injuries of the same type at the same establishment within a short period of time (e.g., six (6) months);
5. Accident sites reported by the media, other government agencies or healthcare workers; and
6. Any injury directly related to an objective in VOSH's Strategic Plan

An inspection will be conducted of each of the reported accidents that meet the above criteria. Fatal accidents shall be inspected immediately when the cause of the accident appears to be occupationally-related (i.e., where a VOSH standard or the general duty clause may apply). The employer may be requested to provide OSHA 300 logs, in addition to other accident-related information.

Inspections conducted under this program directive will be given a priority immediately below that of Imminent Danger inspections.

J. Recording in IMIS. The following guidelines shall be applied when recording inspections conducted under this LEP.

1. For IMIS purposes, the VAOSH-1 will be completed as follows:

For Inspection Type, find item 24, and enter an “H” after the colon. (This will yield “**Programmed Planned**” on the screen.)

For Inspection Classification, find item 25c, and enter a “Y” after the colon. (This will yield “**Local Emphasis Program**” on the pop-up box. Enter “**FRI**” in all caps in the left-hand column of the pop-up box. Then hit tab to see if the full name comes up correctly.)

2. Complaints resulting in an investigation, other government agency referrals and reports from the public reporting accidents related to general industry or construction operations shall be recorded on a VAOSH-7, Notice of Alleged Safety or Health Hazards, or on VAOSH-90, Referral Report, if appropriate, in accordance with current IMIS instructions. They shall be recorded as unprogrammed inspections under the LEP.
3. No inspection conducted: When no inspection of general industry or construction accidents is conducted, the VAOSH-1 shall be marked “No inspection” (Item 35, marked “D” after the colon): “Close” and “No Citations Issued” (Items 44, marked “A,” and 44, marked “B”); and “Other” (Item 45, marked “I.”). Record “FRI” in the space in 45, marked “I.”

Next, mark a “Y” at item 19. This will yield “Opening Conference Date” under “d.” Please enter the date after the colon. Next, enter a date under “Closing Conference Date,” (under “h.”). On Site (Item 46) which will be the date of exit, should contain the same date when no inspection is conducted.

[NOTE: If you have any questions regarding the proper way to record in IMIS, please contact the VOSH IMIS section.]

C. Ray Davenport
Commissioner

Attachment: None.

Distribution: Commissioner of Labor and Industry
Directors and Managers
VOSH Compliance Staff
Cooperative Programs Staff
Legal Support Staff
OSHA Regional Administrator, Region III
OSHA Regional Office, Norfolk